

SENIOR UTILITY WORKER (WASTEWATER SERVICES)

FLSA Status – Non-Exempt

EEO Code – H/Service and Maintenance

Class Code – L850

GENERAL DESCRIPTION OF DUTIES

The Senior Utility Worker is the advanced journey level classification within the Utility Worker series. It is distinguished from the Utility Worker II with the additional responsibilities to act in the capacity of lead worker and oversee collections system projects at a foreman level of responsibility and accountability. Responsibilities for utility work include manual and semi-skilled duties in the Wastewater Services Division - Conveyance Section, with recurring work situations, occasional variations from the norm, and work that is governed from established procedures.

SUPERVISION RECEIVED

This position receives general supervision from the Conveyance Section Supervisor.

SUPERVISION EXERCISED

In a lead capacity, this position schedules and assigns work for Utility Worker I-II and temporary help. However, full supervisory responsibility is not a typical function of this position.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Schedules and assigns work, resolves conflicts, and participates in selection and performance evaluation processes.
2. Performs manual and semi-skilled tasks required for the routine inspection, testing of wastewater conveyance system structures.
3. Operates light, medium, and heavy equipment as required for conveyance projects.
4. Cleans and performs routine maintenance on equipment used by the Wastewater Services Division.
5. Responds to citizen concerns at the project site and provides technical assistance to citizens as appropriate.
6. Sets up and monitors traffic control in the vicinity of public works and conveyance crews.

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7. Installs, repairs, and replaces signs and barricades, posts, etc. as required, paints, applies chemicals used in landscape maintenance, cleans up spills, and performs building clean up and maintenance.
8. Uses computer for data management and inspection purposes.
9. Utilizes blue prints, maps, and diagrams to complete assignments on conveyance projects.
10. Consults with the Conveyance System Supervisor and Wastewater Services Manager to oversee conveyance projects for staff and contractors.
11. Monitors conveyance contracts for compliance with specifications and reports problems to the Conveyance Section Supervisor for resolution.
12. Operates, repairs, maintains, and programs conveyance system monitoring equipment such as video inspection, repair and cleaning equipment.
13. Facilitates and implements conveyance system inspection and cleaning program.
14. Assures safe working conditions at job sites for co-workers, contractors and the public. This includes securing the job site area and assuring compliance with OSHA safety regulations.
15. Maintains records on conveyance system activities and provides reports to Wastewater Services and Community Development Department leadership.
16. Performs work in accordance with all federal, state, and City employment and safety laws.

OTHER JOB FUNCTIONS

1. Responds to emergencies involving collection systems, streets, and park maintenance.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Performs other duties as assigned.

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WORK QUALIFICATIONS

Knowledge

- Knowledge of the principles and practices of supervision;
- Knowledge of strategies to monitor conveyance system contracts;
- Knowledge of the methods, materials, equipment, procedures, and practices used in maintaining wastewater conveyance systems;
- Knowledge of basic equipment maintenance and repair;
- Knowledge of computer applications used in assigned area;
- Knowledge of potential hazards and appropriate safety precautions required to perform assigned duties;
- Knowledge of traffic control requirements;
- Knowledge of potential hazards and appropriate safety precautions for assigned duties; and
- Knowledge of federal, State, and City laws, ordinances, and regulations related to program area.

Skill In:

- Skill in evaluating potential problems in conveyance system tasks and taking appropriate action to solve problems;
- Skill in safely operating light, medium, and heavy equipment used in conveyance system projects;
- Skill in following both verbal and written instructions; and
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens.

Ability To:

- Ability to read blueprints, maps, and other specifications required to complete park maintenance tasks;
- Ability to use computers for assigned conveyance system projects;
- Ability to resolve conflicts with members of the public;
- Ability to work in confined spaces;
- Ability to operate conveyance system inspection and cleaning equipment including vacuum and jet systems and television inspection equipment;
- Ability to accurately read and follow instructions on container labels; and
- Ability to establish and maintain effective working relationships with others.

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EXPERIENCE AND EDUCATION

Any combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of Senior Utility Worker is qualifying. A typical way to qualify would include increasingly responsible lead work experience or coursework in supervision, and responsible experience in public works or collections systems that involves the use of materials, methods, and equipment for the conveyance section within the Wastewater Services Division.

SPECIAL REQUIREMENTS

The Senior Utility Worker is required to have a valid driver's license, CPR/First Aid Certificate, Traffic Control Certificate, class A CDL, Confined Space and Rescue training, Competent Person (trench and excavation safety) training, and HazMat first responder training. In addition, the Senior Utility Worker must hold an Oregon Class IV Collections System Operator certificate or be able to obtain one within one year of appointment.

PHYSICAL AND MENTAL REQUIREMENTS

Employees working in the position of Wastewater Services Senior Utility Worker are required to stand, walk, stoop, communicate, reach, bend, kneel, grasp, and handle. The ability to push, lift, pull, and carry up to 90 pounds is required. Movement of materials weighing 25-50 pounds may consume up to 15 percent of the work period. Duties require the regular use of hand tools, chainsaw, shovels, and operation of light and medium equipment. Duties require manual coordination and dexterity. Reasonable accommodation will be made to individuals with disabilities who have known limitations.

WORKING CONDITIONS

The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis. Employees working in these positions may be exposed to air contamination, high and low temperatures, high work places, improper illumination, noise, close work, and vibration. These positions are subject to emergency on-call response after normal duty hours.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 05/11

Revised: 09/14